

**CARTHAGE MEMORIAL HALL
RENTAL FEE CONTRACT
407 SOUTH GARRISON
CARTHAGE, MO 64836
Phone: 417-237-7050
Fax: 417-237-7051**

Group Name: _____

Person in Charge: _____

Phone# (Home): _____ **Work:** _____

Mailing Address: _____ **City, State, Zip:** _____

Dates Needed: _____

ROOM CHARGES

Auditorium	<u>Non- Alcohol</u>	<u>Alcohol</u>
Up to 8 hours	\$250.00	\$325.00
Up to 12 hours	\$300.00	\$425.00
“Set-Up” Day (M-F 8:30a-4:30p)	\$100.00	
Boxing/Wrestling Matches	\$300.00	\$600.00
Auditorium Kitchen	\$ 25.00	\$ 50.00
Deposit up to 8 hours	\$100.00	\$250.00
Deposit up to 12 hours	\$250.00	\$250.00

<i>Lower Level</i>	
6 hours	\$125.00
8 hours	\$150.00
12 hours	
Lower Level Kitchen	\$ 35.00
Deposit	\$ 50.00

<i>Lower Level Mtg. Rooms (4 hr. rate, 8:00a-5:00p)</i>	<i>Mon – Fri</i>	<i>Weekend/Holiday/Extra</i>
B36	\$ 40.00	\$75.00
B41	\$ 40.00	\$75.00
Deposit	\$ 25.00	\$25.00

Other Misc. Charges

Table Covers	\$ 1.00 (Paper or Plastic)
(Renter is responsible for cover replacement)	
Electric Hook-up	\$ 3.00 (per day, per RV unit)

RENTAL COST DUE **TOTAL \$** _____

DEPOSIT COST DUE **TOTAL \$** _____

Note

The City of Carthage's policy is that activities which use alcohol are permitted for dispensing by licensed caterers only. Additionally, the dispensing of alcohol is further subject to Missouri State Liquor Laws. Renters are required to obtain a State Liquor License and must provide a copy of the license to the Memorial Hall Supervisor prior to receiving approval to rent Memorial Hall. If alcohol is used & not paid for, any and all deposits may be retained by the City.

City Representative

Renter

I have received a copy of the Supplemental Rules at the Memorial Hall and I understand their requirements.

Renter

Date

MEMORIAL HALL LEASE AGREEMENT

This agreement made and entered into this _____ day of _____, 20__ by and between the City of Carthage, hereinafter referred to as City and _____, hereinafter referred to as lessee.

In consideration of the promises contained and mutual and valuable consideration exchanged between the parties the parties agree, as follows:

1. City shall rent to lessee and lessee shall rent from City, space within a building commonly known as the Carthage Memorial Hall.
2. The rent shall take effect on the dates listed on the attached "Rental Fee Worksheet". The "Rental Fee Worksheet" is attached hereto and is a part of this rental agreement.
3. The rental fee shall equal the "total rental costs" shown on the attached "Rental Fee Worksheet".
4. Lessee shall pay rent no less than seven (7) days prior to the day of the scheduled event. For office space, rent shall be due on the first day of each month.
5. If rent is not paid seven (7) days in advance of the event, the date becomes an open rental date available to anyone on a "first come, first serve" basis.
6. Cancellation will result in the loss of the deposit. Lessee is obligated for the full amount of the rent seven (7) days in advance of the event if the event is not held or if the space is not used by the lessee. If lessee shall fail to pay the rent prior to seven (7) days in advance of the date of the event, the City shall have the right to immediately take possession of the space.
7. Fees are to be paid at Memorial Hall.
8. A deposit is required in the following amounts:

	<u>Non-Alcohol</u>	<u>Alcohol</u>
Auditorium	\$100 up to 8 hours	\$250 *
	\$250 up to 12 hours	\$250 *
Lower Level	\$50	
Office Rooms	\$25	

One full month's rent is required as a deposit for office space.

** permitted for dispensing by licensed caterer only*

9. In order to guarantee a reservation date, a deposit is required. Deposit is non-refundable unless date is rebooked.
10. City retains the right to have City staff in attendance during the event at the expense of the lessee.
11. Lessee shall not engage in any activities in said building which would be in violation of any of the laws of the State of Missouri or the United States of America or any ordinances of the City of Carthage. City may require lessee to provide security for the event at lessee's expense as deemed necessary by the City. Such security may include approved uniformed police officers in such force as City may require. Lessee shall agree to abide by the rules established for the facility including, but not limited to the attached "Supplemental Rules for Memorial Hall".
12. In the event a disaster, including but not limited to flood, snow, ice, tornado, bomb threat, or fire City of Carthage shall not be bound to perform under the terms of this agreement.
13. Late cancellations resulting from a disaster such as listed in number twelve (12) above, may be eligible for a refund of deposit and/or rent. Such situations will be evaluated on a case by case basis and are not guaranteed of receiving funds.
14. Hours of operations of the Memorial hall are:
Sunday - Thursday 7:00 A.M. - 1:00 A.M.
Friday - Saturday 7:00 A.M. - 2:00 A.M.
Events must be out of facility by the ending times indicated or an additional fee of \$100 per hour will be assessed.

City Representative

Renter

Date

Date

SUPPLEMENTAL RULES FOR MEMORIAL HALL

1. Do not paste, tape, paint, draw, nail or otherwise place any items on the wall of Memorial Hall except in the areas constructed on concrete blocks. Double backed foam adhesive tape is not allowed on any walls including those constructed of concrete blocks.
2. **IF RECOMMENDED BY CITY STAFF, LARGE EVENTS MUST EMPLOY OFF-DUTY POLICE OFFICERS (THOSE WITH ARREST POWERS IN THE CITY OF CARTHAGE) FOR SECURITY PURPOSES. THE NUMBER OF OFFICERS REQUIRED SHALL BE DETERMINED BY THE CHIEF OF POLICE. IN PARTICULAR, ROCK CONCERTS, DANCES AND BOXING MATCHES OR EVENTS WHERE ALCOHOL IS TO BE DISPENSED WILL BE REQUIRED TO EMPLOY OFF-DUTY OFFICERS. THE MINIMUM NUMBER OF OFFICERS REQUIRED SHALL BE ONE (1) OFFICER FOR EVERY 50 ATTENDEES WITH NO FEWER THAN TWO (2) PER EVENT. LESSEE IS RESPONSIBLE FOR EMPLOYMENT AND PAYMENT OF SAID OFFICERS.**
3. Do not sit on the tables.
4. Do not leave items past the agreed rental period
5. Memorial Hall is a “No Smoking building”.
6. The fire code prohibits lighted candles or other open flame without a permit. Candles must be a non-Combustible holder, must not have combustible materials next to them. Permit can be obtained through the Carthage Fire Dept. The Fire Dept. will need an example of type of candles to be used. Exit doors to the facility may not be blocked, padlocked or otherwise obstructed.
7. Any event held where the attendees include persons under the age of 18 years, shall have a minimum of one (1) chaperone for every 25 attendees. In no such event shall there be less than two (2) chaperones. A chaperone shall be no younger than 30 years of age or be the parent or guardian of an attendee.
8. The use of dance wax must receive prior approval from City Hall. The type of substance used must also be approved.
9. No children are permitted on the stage or balcony area, unless accompanied by an adult.
10. Renters must comply with the parking signs on the south and west lots.
11. Do not allow children to run through the building.
12. If balloons are used for decoration, the ceiling fans will not be turned on. Balloons shall be tied down and not set free inside the building.
13. Only an adult 21 years old or older may rent space in Memorial Hall when alcohol is permitted. Proof of age must be provided at the time of booking in the form of a pictured ID or other acceptable identification.
14. Damage to the facility and/or leaving the facility in an excessively unclean condition may result in loss of all or part of the deposit, the amount withheld is to be determined by the City Staff.
15. Facility temperature is pre-set and is not to be adjusted.
16. Sound equipment is pre-set and is not to be adjusted.

17. Groups renting Memorial Hall shall have the first priority in using the outside electrical connections. Additionally, groups sponsoring activities at Memorial Hall shall be responsible for collecting the rent for the hook-ups, turning the money into City Hall, and to monitor the usage of the hook-ups.
18. Memorial Hall staff are not permitted to receive tips or other compensation, other than their regular City salary, without approval from the City.
19. Boxing/Wrestling matches may be required to obtain approval from the Public Services Committee of the City Council. Boxing/Wrestling matches must provide a minimum of two (2) uniformed officers, at the renter's expense. The City must approve the law enforcement agency from which the officers are obtained. Uniformed personnel from a security guard service will not be accepted. Boxing matches must be sanctioned by the State of Missouri Boxing Commission. A doctor must be present for any boxing/wrestling events. If ring card girls are present, they must be adequately clothed (two piece bathing suits are permitted, "thongs" are not). Ring girls may not touch members of the audience or dance during the event.
20. Requests for regular, ongoing rental of ground level spaces or the basement must be approved by the Public Services Committee. Basement offices and periodic rentals may be approved by City Staff.
21. Supplemental rules/regulations may be required by the City depending upon the nature of the event held.
22. If renters fail to comply with the rules established for use of Memorial Hall, future rental dates may be revoked.